

Guidance for Travel, Conferences, and Retreats

As key members of our Healthcare Team, you are a critical asset during this COVID-19 pandemic. At this time, **we ask that you please stay close to home and not take any non-essential trips**. This is consistent with state recommendations for social distancing and non-essential travel. Please remember that the Emergency Support Pay benefit would not apply to those who have travelled outside the state of Michigan if they are quarantined in the immediate 14 days after their return.

- We are asking staff to cancel all non-essential *business* travel **until further notice** (in accordance with the Governor's Executive Orders). Please speak with your manager if you have any questions.
- *Non-essential business travel* is defined as:
 - Conferences, unless required as part of your position to maintain Board Certifications or other requirements. Entity Presidents must approve exceptions to this travel restriction for each individual.
 - Meetings where there is an option to attend by phone.
- *Business-critical travel* is defined as:
 - Business that cannot be postponed to a later date
 - Business that must be conducted face-to-face
 - Business, that if not handled in person, would result in an adverse impact to MHC if cancelled or missed, including financial loss, operational risk, and/or a legal or regulatory risk or violation
- MHC is not restricting travel by car to meetings within Michigan, to attend small group meetings required for your position. MHC is requesting that you consider attending a meeting remotely when possible; and if you are the organizer of a meeting, that you consider conducting meetings remotely or rescheduling the meeting at a later date.
- At this time, Munson Healthcare is cancelling all MHC-sponsored retreats and conferences **until further notice (in accordance with the Governor's Executive Orders)** where **more than 10 people** are expected to attend.
- For *personal* travel, it's ultimately your individual decision. For the health and safety of you and your family, we strongly encourage you to exercise precautions and understand the potential risks that could be involved should you travel. If you do choose to travel, we encourage you to closely monitor official information sources such as the [World Health Organization's Travel Advice](#).

Please contact entity HR department with additional questions.